

HUMAN RESOURCES PLACEMENT SPECIALIST

DESCRIPTION OF WORK

Positions in this class specialize in employment and/or housing development and placement for clients of the Division of Vocational Rehabilitation or the Division of Services for the Blind in accordance with their service delivery plan. Work involves interviewing clients to assess basic factors that affect housing, employment, and/or socio-economic needs; contacting a wide variety of employers to develop job opportunities, to facilitate job placement, or to identify on-the-job training situations; and providing classroom instruction for job readiness. Work may also involve assisting clients with housing needs including contacting realtors and landlords to develop housing opportunities or to resolve evictions or unsafe housing conditions. Positions also provide supportive counseling for motivation and confidence building regarding job readiness, expectations of employers, or expectations of landlords. Positions in this classification have an on-going developmental role to (1) overcome stereotypes for clients with disabilities and (2) develop specific placements to fit each client's needs.

EXAMPLES OF DUTIES PERFORMED

Employee responsibility is primarily in one area: housing or employment but the tasks may vary depending on the client's disability. Clients have a multitude of barriers: stereotypical concepts related to disabilities, poor work history, poverty, one or more disabilities, and history of unfavorable housing situations. Because of these barriers, employees are accountable for understanding the disabling condition, seeking out viable employers, finding on-the-job training situations, or negotiating with property owners or real estate agents.

Employment placement requires understanding and analysis of: societal barriers, limitations of the disabling condition, work history, personal interests, employment goals established by the counselor and client, and job readiness factors. Placements can be in unskilled, skilled, paraprofessional, technical and professional occupations.

Employees are responsible for marketing services as well as clients to potential employers, explaining the mission and goals of the agency, and obtaining their agreement and commitment to hire clients. Site visits (businesses, factories, construction sites, and other settings) are a routine part of this role.

Employees may refer clients to other services as deemed appropriate based on the assessment process.

In the area of housing, work frequently involves resolving evictions or unsafe housing conditions with property owners/real estate agents or negotiating rent and repairs and educating clients on their reciprocal responsibilities as tenants. Work may include visiting the client's home, assessing living conditions, and assisting clients with identifying alternative housing options.

Employees participate in community events and job fairs to promote the agency and clients; and employees may represent the agency on boards and committees.

Referrals come from the counselors, social workers, or possibly other service agencies serving the recipients. Primary guides used are the Dictionary of Occupational Titles and other references on occupations, types of industries, and available literature on job trends, periodicals, the internet, and newspapers.

Employees are cognizant of local and national economic trends as they impact clients and local labor and housing markets; they keep staff informed of trends, unique situations, community resources, new or expanding businesses or industries, and housing prospects.

Review of work is often accomplished through case staffing or conferences with the supervisor; employees are part of a multi-disciplinary team monitoring the client's progress.

RECRUITMENT STANDARDS

Knowledges, Skills and Abilities

Considerable knowledge of the types of housing or the types of businesses/industries likely to employ clients; considerable knowledge of economic, social, and environmental conditions of the population served; general knowledge of basic limitations and characteristics of various disabling conditions and the barriers these present to employment from the individuals' and employers' viewpoints; general knowledge of various service/rehabilitation programs, including their purposes, service availability, and basic eligibility requirements; general knowledge of acceptable employment practices, interviewing procedures, and relational-supportive counseling; skill in appraising basic needs and/or interests that affect housing or jobs and exercising good judgment in deciding on placement in timely fashion; skill in establishing rapport with a cross-section of the business community and client population served; and skill in marketing or outside sales.

Minimum Education and Experience

Bachelor's degree in a human services or business field such as human resources, marketing, business administration, business management, healthcare management, or public administration from an appropriately accredited institution; associate's degree in a human services or business field (identified above) from an appropriately accredited institution and two years of directly related work experience; graduation from high school and four years of directly related work experience; or an equivalent combination of education and experience.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.